

Rochester Board of Education
Finance Committee Meeting
June 14, 2018

Attendance: Vice President Powell (Chair); President White; Commissioner Hallmark
Commissioner Sheppard (absent)

District Staff: Chief Financial Officer, Everton Sewell; Budget Director, Rodney Asse; Director of Procurement, Tim Schmandt; General Counsel, Karl Kristoff; Director of Strategic Community Partnerships, Nydia Padilla-Rodriguez

Board Staff: Kallia Wade

Parent Representative: Giancarlo Giannini (G.C.)

Vice President Powell convened the meeting at 5:34PM with a motion to approve the agenda, and noted quorum.

I. Question/Answer Session with District Administration

Chief Financial Officer, Everton Sewell addressed the Committee, and noted that there wasn't much outside of the financial report to speak on. However, he did advise on one update (where more information is to come throughout the summer). The State has indicated that the District needs to start reporting its budget per school. Mr. Sewell said that while this is due to the Governor on July 1st, the State has not yet developed a process in which this information can be processed. As such, the State will be working on developing this process by the end of June and has given the District until the end August to get the numbers in since the July 1st deadline is not operative. Commissioner Powell clarified for Commissioner Hallmark, that this new requirement from the Governor for a school by school reporting was requested from the Big 5 initially. It is assumed that this will be requested for all Districts in the State over time. CFO Sewell noted that this kind of budget reporting is already being done for the Federal government through ESSA. The challenge is that the State does not yet have a mechanism for their request.

President White arrived at 5:36pm

II. Review and Approve Minutes of the March 20, 2018 Committee Meeting

Motion by Vice President Powell to approve the minutes of the March 20, 2018 Committee meeting. Seconded by Commissioners Hallmark. **Adopted 3-0 with concurrence of Parent Representative.**

III. Review and Discuss District May 2018 Financial Report

Budget Director, Rodney Asse, addressed the Committee by walking members through the District's financials. He indicated that not much has changed overall—the adjusted budget is \$91,505,031 and the general fund stayed the same. He indicated that the only change of mention was that the grant and special aid fund increased by 1.31% over the April amended budget. This was as a result of refugee grants received and smaller grants related to Title II. CFO Sewell provided further clarity by indicating that the funds received were in an effort to provide for the influx of bilingual students from Puerto Rico and other hurricane-impacted areas. The District had put an application in for these students and just received the funds. Sewell further indicated however, that the funds are to offset the costs that the District already incurred when the students arrived. He noted that all past related expenditures will be recoded from the general fund to the grant.

President White questioned the shifting of funds as it related to the general fund and inquired whether these grants would provide excess that could be returned to the District to help replenish the fund balance. CFO Sewell affirmed this, noting that the costs already incurred would essentially be now covered under the grant. President White then followed-up by raising the issue of rumors about the District depleting its coffers (“raiding the cookie jar”). He indicated the importance of transparency and urged that District Administration provide real time updates about the replenishing of the fund balance. He further suggested coordinating with the Communications team to promote this information. Vice President Powell agreed, and also suggested that an “in-service” presentation be conducted with CFO Sewell regarding the cycle of funds to show a visual of the ebb and flows. She noted that this presentation would serve the purpose of weigh laying fears about fund balance depletion.

VP Powell provided a brief review of what took place in City Council when the budget was presented. She indicated that Michael Gruber asked about the fund balance to ascertain projected usage and also about cost cutting measures. CFO Sewell reminded the Committee about Title IV grant funds to be received, which would provide about \$1.5M to help replenish the fund. He also noted Receivership grant that would allow for the recoding of monies and would also help replenish the fund. CFO Sewell noted that grant increases will need to result in a budget amendment next month.

Budget Director Asse continued with leading the committee through the financial report and completed this by noting the FTE increases in the final section of the document.

Action Items:

CFO Sewell to follow up and let the Committee know what the Administration will be doing to effectively provide the public with updates on what is happening with the fund balance

Motion by Vice President Powell to approve and accept District's May 2018 Financial Report. Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

IV. Review and Approve Proposed Resolutions for the June 28, 2018 Board Business Meeting

A. TRANSPORTATION

- 1. Regional Transit Service Incorporated– agreement to provide District high students with bus transportation to and from school for Summer School Programs– Resolution No. 2017-18: 951**

President White questioned whether the RTS contract was properly sent out to bid. He also noted the real improvements to the functioning of RTS and to the transit center.

Motion by Vice President Powell to address and approve the Transportation Resolution No. 2017-18: 951. Seconded by Commissioner Hallmark, and President White. **Adopted 3-0 with concurrence of Parent Representative.**

B. PROCUREMENT & SUPPLY

- 1. AbleNet Inc.; Blick Art Materials LLC; Cascade School Supplies; Community Products LLC dba Community Playthings; Demco, Inc.; Early Childhood LLC dba Discount School Supply; Educational Innovations Inc.; School Solutions, Inc.; Follett School Solutions, Inc.; hand2mind, Inc.; Kaplan Early Learning Company; Kurtz Bros., Inc.; Lakeshore Equipment Company dba Lakeshore Learning Materials; Lego Brand Retail, Inc., dba Lego Education North America; S&S Worldwide; School Specialty; Skandacor Direct Inc.; W.B Mason Co., Inc. and West Music Company, Inc. – contract agreement for the purchase of early childhood learning material for various locations within the District – Resolution No. 2017-18: 952**
- 2. McCarthy Tire – contract agreement for the purchase of tires, new & recapped & related services for the Bus Garage– Resolution No. 2017-18: 953**
- 3. Altec Inc./ Altec Industries Inc.; Burns Glass Service, Ltd. Dba Ray Sands Glass; General Collision Inc.; Matthews Buses Inc.; Thru-Way Auto Spring Service Inc./ Thruway Spring and Tracey Road Equipment – contract agreement for the purchase of vehicle repair parts and accessories for the Bus Garage – Resolution No. 2017-18: 954**
- 4. Water Wise of America Inc. – contract agreement for water treatment chemicals and Services to maintain air conditioning and boiler systems throughout the District– Resolution No. 2017-18: 955**
- 5. Midstate Bakery Distributors, Inc. – contract agreement for the purchase of Fresh Bread Supply– Resolution No. 2017-18: 956**
- 6. American Fruit & Vegetable Co. Inc. – contract agreement for the purchase of Fresh Produce Supply– Resolution No. 2017-18: 957**

7. **Upstate Niagara Cooperative, Inc. – contract agreement for the purchase of Milk and Juice Supply– Resolution No. 2017-18: 958**

Motion by Vice President Powell to address and approve the Procurement and Supply Resolutions No. 2017-18: 952-958. Seconded by Commissioner Hallmark, and President White. **Adopted 3-0 with concurrence of Parent Representative.**

C. EDUCATIONAL FACILITIES

Contracts:

1. **M/E Engineering P.C.– contract amendment to provide additional architectural/ engineering services for a Capital Improvement Project at various locations– Resolution No. 2017-18: 959**
2. **City of Rochester –contract amendment to extend the agreement for the Rochester Fire Department provision of maintenance, basic repair and site testing of fire alarm boxes – Resolution No. 2017-18: 960**
3. **Downstairs Cabaret, Inc. – lease agreement for use of the property located on Scio St. to provide approximately 100 parking spaces for World of Inquiry School No. 58 – Resolution No. 2017-18: 961**

Motion by Vice President Powell to address and approve the Educational Facilities Contracts Resolutions Nos. 2017-18: 959-961 as a bundle, Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

D. OTHER

1. **Children’s Institute Inc.– agreement to collect and process data from *Universal Pre-Kindergarten* (“UPK”), *Expanded Pre-Kindergarten* (“EPK”) and *Priority Pre-Kindergarten* (“PPK”) programs provided through contracted Community- Based Organizations and District sites, train UPK, EPK, and PPK staff and Master Observers, conduct observations of teachers new to Pre-K programs, perform analysis of “pre” and “post” test results on Childhood Observation Record for all Pre-K students, collect parent participation and satisfaction data, provide additional analysis as needed throughout the year and provide reports whereby the District may access and improve the effectiveness of the Pre-K programs – Resolution No. 2017-18: 962**

Motion by Vice President Powell to address and approve the Other Resolution No. 2017-18: 962. Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

- 2. City of Rochester –contract agreement for the Rochester Police Department to provide sworn police personnel to be assigned to schools and to operate as truancy enforcement officers, administer the School Resource Officer program and assist District personnel with emergency management and planning and risk mitigation, with the goal of promoting a safe learning environment – Resolution No. 2017-18: 964**

VP Powell noted that the table was open for discussion regarding Resolution No. 2017-18: 964. General Counsel, Karl Kristoff represented the resolution noting that a compromise was made so that the contract was beneficial to both sides. Parent Representative G.C. posed the following questions which were answered by Counsel Kristoff:

- a) Question: Is this a reup of the current SRO contract?
Response: Essentially it is the same, some changes were made regarding attendance and pay but the scope of the contract remains the same
- b) Question: From a parent perspective is the contract transparent
Response: Yes

Vice President Powell reported that the Community and Intergovernmental Relations (CIGR) Committee will be reviewing the resolution in their June meeting and will discuss the contract from a community impact perspective. She charged the Finance Committee with reviewing the resolution from a fiscal point of view, noting that not much had changed re pricing as this was a contract renewal.

Motion by Vice President Powell to address and approve the Other Resolution No. 2017-18: 964. Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

- 3. City of Rochester –contract agreement to provide the Literacy Aide summer youth employment program – Resolution No. 2017-18: 966**
- 4. Monroe Community College –contract agreement to provide students with support and mentoring during breakfast, lunch and recess periods and within expanded learning opportunities, and provide in-class support with the goal to increase social skills and coping strategies and ultimately improve academic success for at-risk students for various locations – Resolution No. 2017-18: 968**
- 5. University of Rochester –contract agreement to provide the services of four Rochester Youth Year (RYY) AmeriCorps VISTA members to support various initiatives – Resolution No. 2017-18: 969**

Director of Strategic Community Partnerships, Nydia Padilla-Rodriguez, represented Resolution Nos. 2017-18: 966, 968 and 969 in the Committee Meeting.

The conversation began with resolution 966. Vice President Powell noted concern about using the District's funds to support employment programs (specifically as it relates the City of Rochester contract for literacy aides), indicating that the District is not in the employment business. Ms. Padilla-Rodriguez responded by recognizing this fact, however she also asserted that the District has already recruited the students to start for the summer. She indicated that this discussion is one that should be had with the District's legal department, the City and Rochester works to see what can be done for employment moving forward. CFO Sewell responded from a financial standpoint and indicated that the funding for these programs has already been budgeted in the 2018-19 budget. Commissioner Hallmark questioned whether these types of arrangements should still continue with the City and indicated a need to collaborate.

In support of the programs, Ms. Padilla-Rodriguez noted that the student hiring process was very selective, as applicants had to be forwarded through their counselors, have a minimum of a 2.5GP and good attendance. She noted that she had to turn away about 50 students for the Literacy Aide program. President White questioned how the numbers compared to last year's and Ms. Padilla-Rodriguez responded, indicating that the numbers are the same but that there was an increase in applicants. She noted that she would like to offer more positions. VP Powell again indicated that jobs are a city or federal function and that others should fulfill this role so that the District can retain its funds for educating students. Ms. Padilla-Rodriguez responded by advising that she will be meeting with Rochester Works to discuss collaboration and advised that she is happy to be a part of the planning process for next year in this regard. President White questioned how much time it takes to plan for these types of programs and Ms. Padilla-Rodriguez responded that the planning process started in January.

Motion by Vice President Powell to address and approve the Other Resolution No. 2017-18: 966. Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

President White started the conversation regarding Resolution Nos. 2017-18: 96, by asking how the program came to be and the funding source. Ms. Padilla-Rodriguez advised that the AmeriCorps program was facilitated through MCC and are college graduates who provide direct support in the District's schools. She also noted that funding was provided by AmeriCorps and matched by the District. MCC provides in kind services by way of meeting space etc. for students and counselors that oversee the program. President White then questioned the deliverables and results of the program. VP Powell added to this by asking whether these results are rolled into the receivership results. Ms. Padilla-Rodriguez noted that there is much anecdotal data to say that this program works and provides good use to the District. President White questioned whether schools keep track of which students are receiving services and then comparing the results. Ms. Padilla-Rodriguez noted that this comparison would be difficult as each school principal individually decides how to employ their assigned AmeriCorps member. President White noted his concern over the deliverables of the program and said that it is important that tracking and metrics are completed to see whether the program is producing positive results and has a positive impact—the District needs results.

Ms. Padilla-Rodriguez noted the testimonials from AmeriCorps students but said that she could provide a more concrete response by the end of June.

VP Powell suggested that the Committee supports the resolution, given the budget already provides for these programs, but encouraged the Committee to pay attention to these things during the budget process if there are questions regarding return on investment—these requests for information should be made at that time.

Ms. Padilla-Rodriguez then provided brief information regarding the Rochester Youth Year (RYY) as an AmeriCorps Vista program. The Commissioners noted similar concerns as were noted above.

Motion by Vice President Powell to address and approve the Other Resolution Nos. 2017-18: 968 and 969. Seconded by Commissioner Hallmark and President White. **Adopted 3-0 with concurrence of Parent Representative.**

Parent Representative G.C noted that this meeting was his final meeting serving on the Finance Committee in his role as he would no longer have any more students in the District. The Commissioners noted the need to recognize him for his service. President White requested that G.C be recognized in the next available Board Business meeting with a plaque. VP Powell asked for follow up re applications for a new Parent representative. Board Staff, Kallia Wade indicated that the Board Clerk had begun the process of looking.

Action: Board Staff to follow up on parent rep recognition and new application.

Next monthly Finance Committee Meeting: September 20, 2018. Meeting adjourned into executive session regarding the appointment of a specific individual. Then Finance Committee meeting formally adjourned at approximately 8:00PM